

**CHECKLIST FOR WEST VIRGINIA  
DRINKING WATER TREATMENT REVOLVING FUND**

**Set-Aside Funded Activities**

**FY 2002 End-of-Year Report**

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This checklist consists of the activities in WV DHHR workplan for the TRF set-aside funded activities. It is meant to assist in the tracking of tasks completed and aid in evaluating the state's progress in accomplishing these activities.

Activity	Completed	Comments
<b>4% Set-Aside</b>		
1. Market the DWTRF Program by regularly updating the web page, providing articles on the Health Department in other newsletters, speaking to different organizations and civic groups, participating as an exhibitor at organizations conferences and communicate with systems directly.	Yes	Provided articles for the following publications: WV Public Service Commission's newsletter " <i>Pipeline</i> " Environmental Engineering Division's newsletter " <i>Drips and Drops</i> "  Made presentations at the following functions: Annual Conference of WV Rural Water Association West Virginia Children's Water Festival PSC Board Member and Municipal Officials Training WV Assoc. of Consulting Engineers WV University Public Office Leadership Academy

Activity	Completed	Comments
<b>4% Set-Aside</b>		
2. Provide information clearinghouse and service referral system.	Yes	As a voting member of the WV Infrastructure & Jobs Development Council, this office takes an active part on all projects seeking state funding for water system improvements.
3. Prepare annual Intended Use Plan and Capitalization Grant applications.	Yes	Received approval on 2002 IUP and 2001 grant application (Sept 2002). Preparing 2003 IUP and 2002 grant application for EPA submittal in winter 2003.
4. Coordinate reports, audits and reviews with EPA.	Yes	Requested extension to 12/1/02, for the FY'02 DWSRF Annual Report. Submitted FY 2002 DWSRF Annual Report on 11/25/02.  EPA-Region 3 site visit held in Spring 2002.
5. Evaluate and rank potential projects including all parts of the evaluation process. (i.e., input by applicants, information learned from sanitary surveys, operational reports, compliance histories, capacity development assessments and the status of the unserved and under served population)	Yes	Evaluated and ranked new projects from the WV Infrastructure & Jobs Development Council (IJDC) on two separate occasions (February and October 2002). Published new project priority lists for 30 days in State Journal and the DHHR website in March and November 2002
6. Review and approve management and operational contracts (especially where management and/or operational entity may not be the owner of the system).	Yes	The WV Public Service Commission reviews contractual service agreements.

Activity	Completed	Comments
<b>4% Set-Aside</b>		
7. Integrate pre-application activities	Yes	The IJDC process includes the review of the project's Engineering Report by OEHS' central office and district office staff to determine the technical and funding feasibility of the project.
8. Monitor construction progress. Process change orders as needed.	Yes	Monitored construction of DWTRF projects, including processing invoices, changes and reviewing inspection reports. Water systems with projects under construction during FY 02 which utilize DWTRF monies include: Town of Delbarton, River Road PSD, Town of Mason, City of Clarksburg, Bluewell PSD and New Haven PSD.
9. Assess capacity development of systems applying for DWTRF assistance.	Yes	OEHS Engineering Division completed Capacity Development assessments on the DWTRF application for the Town of Wayne, Corp. of Shepherdstown, Town of Franklin, Town of Salem, Cowen PSD, Berkeley Springs Water and Mason County PSD.
10. Approve system operations following construction and system startup.	Yes	Monitored through use of information provided to us by the loan recipient as required in the loan agreement.
11. Develop the DWTRF to ensure the long term perpetuity of the fund where after the initial capitalization years, the loan repayments in the fund will be used to finance additional projects.	Partial	Previously attended training on EPA's Financial Computer Modeling Course and have run several scenarios for the DWTRF fund. Currently working on finalizing an analysis to ensure the long-term perpetuity of the Fund.
Activity	Completed	Comments

15% Set-Aside		
1. Complete scheduled number of source water assessments	Partial	Out of the 1297 surface and groundwater systems, 82% of the delineations have been completed; 63% of the assessments have been completed, 23% of the susceptibility determinations and 1% of the susceptibility reports.
2. Establish and implement wellhead protection activities for 450 small systems.	Yes	Approximately 500 assessments have been completed on Non-Community systems
3. Sponsor Water Awareness Symposium	No	On "hold." Planning to initiate in Spring 2004 after the deadline for the Susceptibility reports in May 2003.
4. Complete Pump Yield & Drawdown Test Method pamphlet	No	On "hold." Planning to initiate in Fall 2003 after the deadline for the Susceptibility reports in May 2003.
5. Develop Hydro-geology and Simulation of Ground-Water Flow and Delineation Models in Alluvial Aquifers Bordering the Ohio River, West Virginia (i.e., developing models and/or tools; OEHS proficiency)	Partial	On-going. \$40,000 contract signed. Work is progressing. Groundwater model developed for the City of Parkersburg, City of Vienna and City of Pt. Pleasant water systems in the State. Currently working on Lubeck and Moundsville systems.
6. UIC WHPP Program Contract - targeting delineated source water protection areas (i.e., 4 goals set forth in 2001 Workplan).	Partial	On-going. \$40,000 contract signed.
Activity	Completed	Comments
10% Set-Aside		

<b>A. PROGRAM MANAGEMENT</b>		
1. Establish Cross Connection Program	Yes	Developed Cross Connection/Backflow Prevention Manual. Held 2 Cross Connection / Backflow Prevention assembly / inspector / tester training courses. Trained 30 water and wastewater operators
2. Integrate GIS w/ SDWIS	Partial	Contract with Global Consulting Co. became effective during second half of fiscal year and is proposed to be extended through FY 03.
3 Implement SDWA Rules for 2002	Yes	Revised Public Water System Rules passed by 2002 WV Legislature. Revised rules adopt all EPA promulgated regulations prior to 4-17-02.
4. Provide training and proper equipment to staff	Partial	Formal training programs under development.
5. Emphasize public information/outreach (i.e., CCR, public awareness; latest regulations)	Yes	Conducted Capacity Development stakeholders meeting in March 2002.
6. Conduct capacity development assessments	Yes	Conducted assessments on Davis and Wardensville (10-01); Wayne (12-01); Alpine Lake, Parsons, Terra Alta and Potomac Terrace (2-02); Berkeley Springs, Shepherdstown and Cowen PSD (5-02); GlenWhite-TrapHill PSD (6-02); Salem (7-02); Sistersville (8-02) and Whitmer Water (9-02).
Activity	Completed	Comments
<b>10% Set-Aside</b>		

<b>B. CAPACITY DEVELOPMENT PROGRAM</b>		
7. Develop capacity development web page	Partial	Developed <b>draft</b> version Capacity Development webpage and submitted to OEHS' Website Action Committee in December 2001 for their review as part of their review of the complete overhaul of OEHS' webpage. At the end of the fiscal year, was being revised and expected to be in place within the next fiscal year.
8. Complete and publish necessary capacity development program reports	Yes	Submitted Cap.Dev. Annual report for FFY 2001 to EPA in November 2001. Submitted 1420Y Report to EPA in August 2001. Provided comments on EPA 1420(b)(2) Summary Report in April 2002. Completed statewide baseline ranking 8-02. Completed "Report to the Governor" in Sept. 02.
<b>C. DATA &amp; INFORMATION SYSTEM MANAGEMENT</b>		
9. Form Data and Information System Planning and Policy Team	Partial	Currently reviewing.
10. Eliminate and consolidate independent, individual data bases. Establish a common system inventory file	Partial	Implementation of SDWIS 7.0 completed. Database of record Common system inventory is located on SDWIS/State database.  EPA COMMENT: Need to implement SDWIS 8.0
11. Provide staff training and training for SDWIS data base administrator.	No	Will occur during implementation. On-going.
Activity	Completed	Comments
<b>10% Set-Aside</b>		

12. Administer and direct an improved information management system for use by management, staff and other agencies.	Partial	Developing data tools to be used with SDWIS to improve accuracy of data, as well as, provide that data to other staff for their use.
<b>D. OPERATOR TRAINING and CERTIFICATION</b>		
13. Review courses submitted for continuing education hours (CEH).	Yes	Monthly meetings are held by our CEH Review Committee to evaluate water operator training courses for relevancy to the job description, to eliminate inconsistencies and subjectivity among operator personnel and to maintain compliance with federal/state regulations.
14. Evaluate recertification procedures within EED.	Partial	Agreement reached with WV Bd of Education to assist this office with validation of exams and training tasks. After reviewing Assoc. of Boards of Certification (ABC) / EPA validation requirements manual, it was decided to use the "Developing a Curriculum (DACUM) process which closely resembles the ABC/EPA manual. We gather subject matter experts at each level of certification who develop specific job tasks for an operator class. We send task verification surveys on each certification job task to all operators certified at that specific level. Surveys are returned to this office giving us a good representation of all tasks performed at each level. Class IV tasks have been developed and surveys have been sent. The same procedure will be followed for Class III, Class II and Class I water plant operators.
Activity	Completed	Comments
10% Set-Aside		

15. Increase the number of courses and class sizes for Class 1 operator certification classes.	Yes	<p>We continually coordinate with other state agencies and educational institutions to help support and provide quality operator training.</p> <p>We will coordinate six extra Class I training courses in FY 03 to help facilitate a smooth transition for 1-D (small system) operators who must comply with the mandatory upgrade to Class 1 operator by 7-1-04.</p> <p>Number of courses available increase regularly. ETC, WVRWA, NETCSC, OSHA, AWWA, Web courses, extension courses, and many private training centers submit courses for our approval. Monthly meetings held to review &amp; approve.</p> <p>WVRWA submitted proposal for training 1D operators to become Class 1 operators. Training will be conducted upon approval of contract and receipt of 2001 capitalization grant.</p>
16. Teach water related courses to outside organizations.	Partial	<p>Training videos are purchased to facilitate training. Future plans may include professionally videotaping the one-day, 1-D, and fluoride certification courses. Proposal includes providing the training videos to our district offices, thereby decreasing the operator's travel time/expense. District personnel will proctor the exams which will be a cost savings for Central Office. If the pilot program is successful, it could be expanded to allow an operator to view the video at his leisure.</p>
17. Attend courses provided for continuing education.	Yes	<p>Staff attend courses sponsored by state and national organizations and private/corporate sponsors to improve and update their job knowledge regarding water and wastewater treatment plant operators.</p>
Activity	Completed	Comments
<b>10% Set-Aside</b>		



18. Participate in Drinking Water Education and Training Coalition meetings	Yes	Both water operators and water well drillers participate in this endeavor. Participated in DWETC meetings in December 2001 and March 2002. Staff routinely attends workshops, training classes and expos.
19. Participate in the development, production and distribution of a water operator training calendar	Yes	Calendars are developed and distributed to operators statewide highlighting dates and times of operator training classes. Coordinate with other state agencies to help provide and support training. Utilize calendars to track training and testing.
20. Purchase training aids, equipment, study guides and reference materials to assist in training	Yes	See No. 16 above.  Purchased videos, water and wastewater operator math textbooks and automated computer grading system. Printing of study guides for Class I and Class II operators is performed on a routine basis. Major training aids (videos, equipment, etc.) purchased as needed. It is estimated that 2 or 3 major training aids are purchased each year.
21. Prepare and distribute a newsletter to communicate regulatory changes and other useful information to water treatment operators.	Yes	Prepare and publish Division newsletter " <i>Drips and Drops</i> " every 2-3 months. Articles concentrate on applicable regulations and pertinent information for operators, water well drillers and monitoring well drillers. Staff also submits articles for publication in other appropriate magazines and newsletters.
22. Cooperate with AWWA in recognizing and promoting the achievements of water operators.	Yes	Participate on committee to evaluate nominations for operator and plant excellence.
Activity	Completed	Comments
2% Set-Aside		

1. Enter into contract with WVRWA to provide technical assistance to small systems	Yes	OEHS entered into new contract 7-1-02. The 9-02 contract was extended through 10-31-02. Based on approval of the 2001 allotted capitalization grant and review of the WVRWA workplan, the contract will be extended through 10-31-03.
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